

Community Impact Assessment

Part 1 – Details		
What Policy/ Procedure/ Strategy/Project/Service is being assessed?	Pay Policy statement 2024	
Date Conducted	27 September 2024	
Name of Lead Officer and Service Area	Jackie Noble, Head of HR and OD	
Commissioning Team (if applicable)		
Director Responsible for project/service area	Anica Goodwin, Executive Director Organisation	
Who are the main stakeholders	All employees	
Describe what consultation has been undertaken. Who was involved and what was the outcome	None. The report details payments made to employees to comply with the Localism Act.	
Outline the wider research that has taken place (E.G. commissioners, partners, other providers etc)		
What are you assessing? Indicate with an 'x' which applies	A decision to review or change a service	
	A policy	x
	A function, service or project	
What kind of assessment is it? Indicate with an 'x' which applies	New	
	Existing	
	Being reviewed	x
	Being reviewed as a result of budget constraints / End of Contract	

Part 2 – Summary of Assessment

Give a summary of your proposal and set out the aims/ objectives/ purposes/ and outcomes of the area you are impact assessing.

Pay Policy and Gender Pay gap annual report
 Outcomes include transparency, fairness, consistent and non-discriminatory pay, compliance with legislation, application and accountability

Who will be affected and how?

All employees

Are there any other functions, policies or services linked to this impact assessment?

Yes No

If you answered 'Yes', please indicate what they are?

Allowances and honorariums

Part 3 – Impact on the Community
 Thinking about each of the Areas below, does or could the Policy function, or service have a direct impact on them?

Impact Area	Yes	No	Reason (provide brief explanation)
Age		X	Not a factor
Disability		X	Not a factor
Gender Reassignment		X	Not a factor
Marriage and Civil Partnership		X	Not a factor
Pregnancy & Maternity		X	Not a factor
Race		X	Not a factor
Religion or belief		X	Not a factor
Sexual orientation		X	Not a factor
Sex		X	Not a factor. Pay modelling included an impact assessment to ensure our salary scales were not discriminatory on the grounds of sex
Gypsy/Travelling Community		X	Not a factor
Those with caring/dependent responsibilities		X	Not a factor
Those having an offending past		X	Not a factor

Children		X	Not a factor
Vulnerable Adults		x	Not a factor
Families		X	Not a factor
Those who are homeless		X	Not a factor
Those on low income		X	Not a factor
Those with drug or alcohol problems		X	Not a factor
Those with mental health issues		X	Not a factor
Those with physical health issues		X	Not a factor
Social inclusion Please include refugees and asylum seekers,		X	Not a factor
Social inclusion: Armed Forces The Armed Forces Covenant is a pledge that together we acknowledge and understand that those who have served in the armed forces, and their families, should be treated with fairness and respect and any impact should be considered		X	Not a factor
Health and Wellbeing		X	Not a factor
Climate Change		X	Not a factor

Part 4 – Risk Assessment

From evidence given from previous question, please detail what measures or changes will be put in place to mitigate adverse implications. this includes climate change considerations

This is the section in which to please outline any actions to mitigate negative or enhance positive impacts in terms of economic, environmental or wider societal considerations, and actions to review and monitor the overall impact of the change accordingly.

Impact Area	Details of the Impact	Action to reduce risk
<i>Eg: Families</i>	<i>Families no longer supported which may lead to a reduced standard of living & subsequent health issues</i>	<i>Signposting to other services. Look to external funding opportunities.</i>

Part 5 - Action Plan and Review

Detail in the plan below, actions that you have identified in your Community Impact Assessment, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

If you are unable to eliminate or reduce negative impact on any of the impact areas, you should explain why

Impact (positive or negative) identified	Action	Person(s) responsible	Target date	Required outcome
	Outcomes and Actions entered onto Pentana			

Date of Review (If applicable)

Guidance and form updated July 2023 following CMT approval.